

Board of Commissioners
Chair Rob Putaansuu
Vice Chair Danielle Murphy
Becky Erickson
Charlotte Garrido
Robert Gelder
Kol Medina
Ed Wolfe

Executive Director
Stuart Grogan



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Silverdale, WA 98383

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<http://www.housingkitsap.org>

HOUSING KITSAP BOARD OF COMMISSIONERS

MEETING AGENDA

November 27, 2018

9:00 am - 11:00 am

Housing Kitsap, 2244 Bucklin Hill Rd., Silverdale WA 98383

- 1. Call to Order**
- 2. Public Comment** (Please limit comments to 3 minutes)
- 3. Consent Agenda**

All matters listed within the Consent Agenda have been distributed to each member of the Housing Kitsap Board of Commissioners for reading and study, are considered routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. 10-23-2018 Meeting Minutes **Page 3**
 - B. September Disbursements/Fund Transfers **Page 7**
 - C. Resolution 2018-14 authorizing the disposal of obsolete and/or damaged and or surplus assets. **Page 30**
 - D. Revised 2018 Board schedule **Page 32**
- 4. Executive Session to consider a Litigation Issue (RCW41.23.110(1)(i)(iii)) and a Real Estate Issue (RCW 42.30.110 (1)(c)) (Stuart Grogan)**
- 5. Action Items**
 - A. **Consideration of a motion to authorize additional spending for the remaining outstanding invoices for the Rental Assistance Demonstration (RAD) project.** **Page 34**
- 6. Board questions and discussion regarding the following Program Updates:**
 - A. Executive Director (Stuart Grogan) **Page 36**
 - B. Business & Technology Resources (BTR Staff) **Page 39**
 - C. Single Family/Self-Help (Dean Nail) **Page 45**
 - D. Development (Stuart Grogan) **Page 51**
 - E. Real Estate Management and Housing Program (REMHP Staff) **Page 53**

7. Board Announcements

8. Community Updates

This is an opportunity for Board members to share any community items, news, conference updates, or program updates that are not otherwise scheduled for discussion during the Board meeting.

9. Adjourn



Board of Commissioners

Agenda Item Summary

MEETING DATE: November 27, 2018

AGENDA ITEM: 3.A.

AGENDA ITEM: CONSIDERATION OF A MOTION TO APPROVE THE CONSENT AGENDA.

SUBMITTED BY: Tara Owensby

TITLE: Executive Assistant

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS:

10-23-18 Meeting Minutes, September Disbursements/Fund Transfers, Resolution 2018-14 Authorizing disposal of obsolete and/or surplus assets, and the 2018 Amended Board Schedule.

STRATEGIC PLAN LINK: NA

FISCAL IMPACT: None

RECOMMENDATION: Approval of Consent Agenda.

SUMMARY STATEMENT:

See attachments.

RECOMMENDED ACTION:

Motion to approve Consent Agenda.

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**HOUSING KITSAP BOARD OF COMMISSIONERS
BOARD MEETING
OCTOBER 23, 2018
MINUTES**

Board in Attendance: Mayor of City of Port Orchard Rob Putaansuu (Chair), Resident Commissioner Danielle Murphy (Vice Chair), Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Charlotte Garrido, City of Bainbridge Island Council Member Kol Medina, Kitsap County Commissioner Ed Wolfe.

Attending Staff: Executive Director Stuart Grogan, Director of Single Family Housing Dean Nail, Portfolio Manager Jennifer Di Vitto, Human Resources & Payroll Generalist Demetria Orthouse, Executive Assistant Tara Owensby.

Absent: Kitsap County Commissioner Rob Gelder, Chief Financial Officer Wendy Dutenhoeffer

Public in attendance: Tad Sooter, Elaine Chadwick, Craig Seibold, Lisa Glaeser.

1. Call to Order:

Chair Putaansuu called the meeting to order at approximately 9:00 a.m.

2. Public Comment:

No public comment.

3. Consent Agenda:

Commissioner Garrido moved to approve the Consent Agenda. Commissioner Erickson seconded. Motion carried unanimously.

4. Executive Session:

Chair Putaansuu announced that the discussion would take approximately 30 minutes and adjourned the meeting into Executive Session to discuss a Personnel Issue (RCW 42.23.110(i) (g)), a Litigation Issue (RCW 41.23.110(1)(i)(iii)), and a Real Estate Issue (RCW 42.30.110 (1)(c)). Chair Putaansuu announced that an additional 15 minutes would be needed for the Executive Session. At approximately 9:50 am, Chair Putaansuu announced that an additional 15 minutes would be needed for the Executive Session. At approximately 10:00 am, Chair Putaansuu announced that an additional 15 minutes would be needed for the Executive Session. At approximately 10:22 am, Chair Putaansuu adjourned the Executive Session and returned to the regular session. No action was taken.

5. Action Items:

- A. Consideration of a motion to authorize the Executive Director to execute a Letter of Interest with the tax credit investor for the Rental Assistance Demonstration (RAD) project.**

Commissioner Garrido said the Board needs more supporting information before action and requested the item be removed from the agenda. Commissioner Medina seconded. All agreed to pull the action item. There was no motion.

B. Consideration of a motion to authorize the Executive Director to execute an amendment to the inter-local agreement with the Bremerton Housing Authority for the management of the Section 8 Housing Choice Voucher Program.

Stuart stated, the Bremerton Housing Authority requested an amendment to the inter-local agreement for their management of HK's Section 8 Vouchers. They have proposed an increase of 15%, which would increase their rate from 80% to 95% of the administrative fee. He reported that the request is due to the increased workload.

Action: Commissioner Garrido moved to authorize the Executive Director to execute an amendment to the inter-local agreement with the Bremerton Housing Authority for the management of the Section 8 Housing Choice Voucher Program.

Commissioner Medina proposed to add an action item to the agenda, consideration of a motion to rescind a previous motion approving Resolution 2018-10 authorizing an additional \$208,000 added to the budget for 2018. Commissioner Garrido seconded. Motion carried unanimously.

6. Board Questions and Discussion on Program Updates:

A. Executive Director

Stuart referred to page 60 of the Board packet and reported, he has not received a response from the City of Bremerton regarding the Property owned by Housing Kitsap in the city of Bremerton

B. Single Family/Self-Help

Dean provided an updated performa handout of the Sherman Ridge project and reported that the lots are at the break-even point of 75,000 per lot, which is roughly 20,000 over the total original expectation of the project. Dean provided a brief construction update.

C. Real Estate Management and Housing Program (REMHP)

Stuart introduced Jennifer Di Vitto to the Board and announced that different staff from the REMHP department would be attending future Board meetings on behalf of the department. He also introduced Demetria Orthouse as HK's Human Resources and Mia Anez from the Finance department.

7. Community Updates/Board Announcements:

Chair Putaansuu reported the Port Orchard Homelessness Committee did not meet in September and the Severe Weather Shelter will open for the winter at the Methodist Church.

Commissioner Erickson reported the Grand Opening of Fish Line will take place on November 10, 2018 and invited the Board members to attend.

Commissioner Wolfe was happy to announce that the County's Draft Budget is complete and they plan to adopt it in December.

8. Adjournment:

The Board of Commissioners meeting adjourned at approximately 10:36 a.m.

ATTEST:

ATTEST:

STUART GROGAN
Executive Director

TARA OWENSBY
Executive Assistant

Date Approved

Board of Commissioners
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To: Housing Kitsap Board of Commissioners
 From: Stuart Grogan, Executive Director/CEO
 Subject: Approval of SEPTEMBER 2018 Disbursements and/or Fund Transfers
 Date: November 27, 2018

1. General Fund	CK#122059 Thru #122199+ACH Debits+Wire Transfer	\$324,162.87
2. Section 8 Fund	Check#23327+ACH Debit	\$208,880.93
3. Self-Help Family A/P	Check#17406 Thru #17452	\$230,543.67
4. Red Barn	Check#103099 Thru #103117+Wire Transfer	\$34,310.73
5. Dye's Inlet	Check#804851 Thru #804872+Wire Transfers	\$8,684.28
6. Liberty Bay	Check#905174 Thru #905197+Wire Transfers	\$14,116.79
7. Heritage Apts	Check#102996 Thru #103038+ACH Debit	\$152,944.65
8. Viewmont East Apts	Check#103879 Thru #103909+Wire Transfers	\$211,830.29
9. Railroad Ave	Check#2778 Thru #2794+Wire Transfers	\$16,573.60
10. Rural Dev. – Projects Fund	Check#4033 Thru #4073	\$140,919.37
11. Kitsap Apts – 2006 LP	Check#15793 Thru #15843+Wire Transfers	\$172,222.09
12. SH Restricted Shop Fund	Check#299 and Check#300	\$229,230.89
13. Self Help TA Grant Fund	Wire Transfer	\$51,908.69
14. Self Help CF Shop Fund	Check#40 Thru #41	\$2,888.90
15. PH – Rental Receipts	Check #1211 Thru #1213 (2 check transfers to GF)	\$65,938.31
16. HK PROJECTS	Check #1554 and #1555 (2 check transfers to GF)	\$49,059.90

*No Attachment

SEPTEMBER 2018 Summary: Disbursements \$1,663,522.14 + Transfers \$250,693.82= \$1,914,215.96

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim was a just, due and unpaid obligation against Housing Kitsap, and that I am authorized to authenticate and certify to said claim."

 Stuart Grogan, CEO/Auditing Officer

 Date

 Rob Putaansuu, Board Chair

 Date

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account HK - GENERAL FUND

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/04/2018		ACH DR- BOA 550 MADISON LOAN PA	OC		H	234.88	Yes	No
09/04/2018		ACH DR- BOA 550 MADISON LOAN PA	OC		H	2,114.19	Yes	No
09/04/2018		ACH DR- VOYA DEF COMP PAYMENT	OC		H	11,698.23	Yes	No
09/05/2018		ACH DR- WA DRS PAYMENT	OC		H	45,591.51	Yes	No
09/14/2018		ACH DR- MID-MONTH PAYROLL DRAW	OC		H	44,362.00	Yes	No
09/07/2018		ACH DR- GTII BOA LOAN PAYMENT	OC		H	1,352.04	Yes	No
09/17/2018		ACH DR- PNW INVOICE	OC		H	704.45	Yes	No
09/19/2018		WIRE TRANSFER- HERITAGE (DEFICIT	OC		H	10,000.00	Yes	No
09/12/2018		ACH DR- AUG BANK ANALYSIS FEE	OC		H	1,092.50	Yes	No
09/03/2018	0000122059	OFFICE DEPOT	PB		C	82.57	Yes	No
09/03/2018	0000122060	LOWE'S	PB		C	504.07	Yes	No
09/03/2018	0000122061	PROJECT - 550 MADISON APTS.	PB		C	325.00	Yes	No
09/03/2018	0000122062	ACCOMTEMP	PB		C	12,957.06	Yes	No
09/03/2018	0000122063	AIR MANAGEMENT	PB		C	1,320.41	Yes	No
09/03/2018	0000122064	JULIA ALVAREZ	PB		C	152.37	Yes	No
09/03/2018	0000122065	BREMERTON GOVERNMENT CENTER	PB		C	1,120.96	Yes	No
09/03/2018	0000122066	BRETEYS CONSTRUCTION LLC	PB		C	2,697.75	Yes	No
09/03/2018	0000122067	CENTURYLINK COMMUNICATIONS, LLC	PB		C	87.69	Yes	No
09/03/2018	0000122068	CENTURYLINK	PB		C	489.81	Yes	No
09/03/2018	0000122069	BREM-AIR DISPOSAL	PB		C	3,204.45	Yes	No
09/03/2018	0000122070	VISA	PB		C	406.41	Yes	No
09/03/2018	0000122071	EXPRESS SERVICES INC.	PB		C	845.44	Yes	No
09/03/2018	0000122072	PROJECT - GOLDEN TIDES II	PB		C	1,125.00	Yes	No
09/03/2018	0000122073	VISA	PB		C	2,120.94	Yes	No
09/03/2018	0000122074	KITSAP COUNTY DEPARTMENT OF	PB		C	8,734.75	Yes	No
09/03/2018	0000122075	KITSAP COUNTY PROSECUTING	PB		C	1,375.60	Yes	No
09/03/2018	0000122076	JOEL KLEMP	PB		C	300.00	Yes	No
09/03/2018	0000122077	LEVI DALEY	PB		C	100.39	Yes	No
09/03/2018	0000122078	PROJECT - MADRONA MANOR	PB		C	1,000.00	Yes	No
09/03/2018	0000122079	METLIFE-GROUP BENEFITS	PB		C	5,671.36	Yes	No
09/03/2018	0000122080	VISA	PB		C	1,994.67	Yes	No
09/03/2018	0000122081	PROJECT - ORCHARD BLUFF	PB		C	167.00	Yes	No
09/03/2018	0000122082	PACIFIC OFFICE AUTOMATION	PB		C	207.35	Yes	No
09/03/2018	0000122083	PACIFIC OFFICE AUTOMATION	PB		C	53.17	Yes	No
09/03/2018	0000122084	VISA	PB		C	1,558.19	Yes	No
09/03/2018	0000122085	PUGET SOUND ENERGY	PB		C	41.02	Yes	No
09/03/2018	0000122086	HENERY HARDWARE KINGSTON	PB		C	46.16	Yes	No
09/03/2018	0000122087	HOME DEPOT CREDIT SERVICES	PB		C	1,479.41	Yes	No
09/03/2018	0000122088	TELEMESSAGE, INC.	PB		C	1,800.00	Yes	No
09/03/2018	0000122089	U. S. BANK	PB		C	1,676.04	Yes	No
09/03/2018	0000122090	VERIZON WIRELESS	PB		C	967.91	Yes	No
09/03/2018	0000122091	WEST SOUND UTILITY DISTRICT	PB		C	9,410.43	Yes	No
09/03/2018	0000122092	WEST SOUND WORKFORCE, INC.	PB		C	2,814.82	Yes	No
09/03/2018	0000122093	PUGET SOUND ENERGY	PB		C	804.20	Yes	No
09/10/2018	0000122094	LOWE'S	PB		C	36.13	Yes	No
09/10/2018	0000122095	OFFICE DEPOT	PB		C	4.09	Yes	No
09/10/2018	0000122096	LOWE'S	PB		C	262.89	Yes	No
09/10/2018	0000122097	HD SUPPLY FACILITIES	PB		C	827.57	Yes	No

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account HK - GENERAL FUND

Trans. Date	Trans. No.	Name on Transaction	Journal	S8 Type	Trans. Type	Trans. Amount	Cleared	Voided
09/10/2018	0000122098	HOME DEPOT CREDIT SERVICES	PB		C	2,230.24	Yes	No
09/10/2018	0000122099	A-1 DOOR SERVICE, INC.	PB		C	116.44	Yes	No
09/10/2018	0000122100	ACCONTEMPS	PB		C	7,268.86	Yes	No
09/10/2018	0000122101	AIR MANAGEMENT	PB		C	1,155.00	Yes	No
09/10/2018	0000122102	APEX LOCKOUT AND	PB		C	661.00	Yes	No
09/10/2018	0000122103	AMERICAN REPORTING COMPANY	PB		C	602.00	Yes	No
09/10/2018	0000122104	ATWORK COMMERCIAL ENTERPRISES	PB		C	8,615.35	Yes	No
09/10/2018	0000122105	BAINBRIDGE DISPOSAL INC.	PB		C	229.86	Yes	No
09/10/2018	0000122106	CITY OF BREMERTON	PB		C	552.17	Yes	No
09/10/2018	0000122107	CENTURYLINK	PB		C	634.73	Yes	No
09/10/2018	0000122108	CINTAS FIRE 636525	PB		C	115.22	Yes	No
09/10/2018	0000122109	COFFEE NEWS KITSAP	PB		C	300.00	Yes	No
09/10/2018	0000122110	JULIE COMBS	PB		C	13.04	Yes	No
09/10/2018	0000122111	EXPRESS SERVICES INC.	PB		C	2,738.96	Yes	No
09/10/2018	0000122112	GOLDEN TIDES II - GENERAL FUND	PB		C	1,328.00	Yes	No
09/10/2018	0000122113	550 MADISON APTS	PB		C	1,336.00	Yes	No
09/10/2018	0000122114	DYE'S INLET GENERAL FUND	PB		C	1,082.00	Yes	No
09/10/2018	0000122115	KITSAP APTS. - KINGSTON RIDGE	PB		C	598.00	Yes	No
09/10/2018	0000122116	KITSAP APARTMENTS-PARK PLACE	PB		C	618.00	Yes	No
09/10/2018	0000122117	KITSAP APARTMENTS-P.O.VALLEY	PB		C	834.00	Yes	No
09/10/2018	0000122118	RED BARN dba PORT ORCHARD	PB		C	385.00	Yes	No
09/10/2018	0000122119	KCDA PURCHASING COOPERATIVE	PB		C	112.80	Yes	No
09/10/2018	0000122120	KINGSTON LUMBER SUPPLY	PB		C	70.66	Yes	No
09/10/2018	0000122121	KITSAP COUNTY PUBLIC WORKS	PB		C	73.50	Yes	No
09/10/2018	0000122122	KITSAP COUNTY PUBLIC WORKS	PB		C	6,729.19	Yes	No
09/10/2018	0000122123	KITSAP LUMBER & HARDWARE INC	PB		C	338.07	Yes	No
09/10/2018	0000122124	MADRONA MANOR - GENERAL FUND	PB		C	534.00	Yes	No
09/10/2018	0000122125	NORTH PERRY AVENUE	PB		C	2,115.19	Yes	No
09/10/2018	0000122126	NW SEPTIC OPERATION AND	PB		C	389.00	Yes	No
09/10/2018	0000122127	NORTHWEST TERMITE &	PB		C	430.00	Yes	No
09/10/2018	0000122128	ORCHARD BLUFF MOBILE PARK	PB		C	395.00	Yes	No
09/10/2018	0000122129	TARA OWENSBY	PB		C	15.41	Yes	No
09/10/2018	0000122130	PACIFIC NORTHWEST TITLE	PB		C	525.00	Yes	No
09/10/2018	0000122131	CITY OF PORT ORCHARD	PB		C	2,884.00	Yes	No
09/10/2018	0000122132	CITY OF POULSBO	PB		C	1,634.65	Yes	No
09/10/2018	0000122133	PUGET SOUND ENERGY	PB		C	2,999.76	Yes	No
09/10/2018	0000122134	RODDA PAINT COMPANY	PB		C	513.70	Yes	No
09/10/2018	0000122135	HENERY HARDWARE KINGSTON	PB		C	39.98	Yes	No
09/10/2018	0000122136	HOME DEPOT CREDIT SERVICES	PB		C	448.92	Yes	No
09/10/2018	0000122137	SOUND GLASS SALES INC.-	PB		C	154.38	Yes	No
09/10/2018	0000122138	SOUND REPROGRAPHICS, INC.	PB		C	81.74	Yes	No
09/10/2018	0000122139	SURFACE RENEW INC.	PB		C	999.96	Yes	No
09/10/2018	0000122140	WASHINGTON STATE DEPARTMENT	PB		C	707.00	Yes	No
09/10/2018	0000122141	WAVE	PB		C	279.20	Yes	No
09/10/2018	0000122142	WEST SOUND UTILITY DISTRICT	PB		C	33.30	Yes	No
09/10/2018	0000122143	WEST SOUND WORKFORCE, INC.	PB		C	1,516.40	Yes	No
09/10/2018	0000122144	PACIFIC NORTHWEST TITLE	PB		C	210.00	Yes	No
09/10/2018	0000122145	PACIFIC NORTHWEST TITLE	PB		C	210.00	Yes	No

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09/17/2018	0000122146	LOWE'S	PB		C	237.24	Yes	No
09/17/2018	0000122147	OFFICE DEPOT	PB		C	361.64	Yes	No
09/17/2018	0000122148	LOWE'S	PB		C	42.74	Yes	No
09/17/2018	0000122149	CASCADE NATURAL GAS CORP.	PB		C	41.70	Yes	No
09/17/2018	0000122150	INTELLISYSTEMS, INC.	PB		C	195.00	Yes	No
09/17/2018	0000122151	IRON MOUNTAIN	PB		C	491.25	Yes	No
09/17/2018	0000122152	KITSAP COUNTY PUBLIC WORKS	PB		C	2,828.00	Yes	No
09/17/2018	0000122153	LEMAY MOBILE SHREDDING	PB		C	3.22	Yes	No
09/17/2018	0000122154	MOCO, INC.	PB		C	609.00	Yes	No
09/17/2018	0000122155	NW COMMNET, LLC	PB		C	925.00	Yes	No
09/17/2018	0000122156	OLSEN LAW FIRM, PLLC	PB		C	496.79	Yes	No
09/17/2018	0000122157	PACIFIC NORTHWEST TITLE	PB		C	210.00	Yes	No
09/17/2018	0000122158	PACIFIC OFFICE AUTOMATION	PB		C	381.45	Yes	No
09/17/2018	0000122159	PACIFIC SOURCE ADMINISTRATORS	PB		C	769.00	Yes	No
09/17/2018	0000122160	PUGET SOUND ENERGY	PB		C	58.63	Yes	No
09/17/2018	0000122161	HENERY HARDWARE KINGSTON	PB		C	56.96	Yes	No
09/17/2018	0000122162	HOME DEPOT CREDIT SERVICES	PB		C	1,306.51	Yes	No
09/17/2018	0000122163	OLYMPIC SPRINGS INC.	PB		C	630.82	Yes	No
09/17/2018	0000122164	THYSSENKRUPP ELEVATOR CORP.	PB		C	1,552.32	Yes	No
09/17/2018	0000122165	XEROX CORPORATION	PB		C	52.81	Yes	No
09/24/2018	0000122166	LOWE'S	PB		C	374.24	Yes	No
09/24/2018	0000122167	OFFICE DEPOT	PB		C	10.80	Yes	No
09/24/2018	0000122168	HD SUPPLY FACILITIES	PB		C	831.74	Yes	No
09/24/2018	0000122169	HOME DEPOT CREDIT SERVICES	PB		C	1,720.32	Yes	No
09/24/2018	0000122170	A-1 SERVICES, INC.	PB		C	665.00	Yes	No
09/24/2018	0000122171	AAA ELECTRIC LLC	PB		C	135.00	Yes	No
09/24/2018	0000122172	ACCOUNTEMP	PB		C	5,350.42	Yes	No
09/24/2018	0000122173	ATWORK COMMERCIAL ENTERPRISES	PB		C	7,981.41	Yes	No
09/24/2018	0000122174	THERESA BALLEW	PB		C	12.43	Yes	No
09/24/2018	0000122175	CHUCK BRACKETT	PB		C	14.88	Yes	No
09/24/2018	0000122176	CASCADE NATURAL GAS CORP.	PB		C	93.44	Yes	No
09/24/2018	0000122177	CENTURYLINK COMMUNICATIONS, LLC	PB		C	60.29	Yes	No
09/24/2018	0000122178	CINTAS FIRE 636525	PB		C	778.00	Yes	No
09/24/2018	0000122179	JULIE COMBS	PB		C	37.67	Yes	No
09/24/2018	0000122180	GREAT FLOORS LLC	PB		C	3,840.00	Yes	No
09/24/2018	0000122181	KITSAP COUNTY PUBLIC WORKS	PB		C	56.25	Yes	No
09/24/2018	0000122182	LEAH NOLDAN	PB		C	106.31	No	No
09/24/2018	0000122183	NW SEPTIC OPERATION AND	PB		C	125.00	Yes	No
09/24/2018	0000122184	NORTHWEST TERMITE &	PB		C	50.00	Yes	No
09/24/2018	0000122185	KEVIN O'DELL	PB		C	71.88	Yes	No
09/24/2018	0000122186	ERIN SAN NICOLAS	PB		C	30.67	Yes	No
09/24/2018	0000122187	PUGET SOUND ENERGY	PB		C	1,230.00	Yes	No
09/24/2018	0000122188	HOME DEPOT CREDIT SERVICES	PB		C	140.46	Yes	No
09/24/2018	0000122189	STAPLES CREDIT PLAN	PB		C	185.59	Yes	No
09/24/2018	0000122190	MANUEL R. TORRES	PB		C	20.49	Yes	No
09/24/2018	0000122191	WASHINGTON STATE	PB		C	593.00	Yes	No
09/24/2018	0000122192	DEPT. OF ENTERPRISE SERVICES	PB		C	44.00	Yes	No
09/24/2018	0000122193	WALLY'S WAX WORKS JANITORIAL	PB		C	1,645.00	Yes	No

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Accounting

Bank Account HK - GENERAL FUND

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/24/2018	0000122194	WEST SOUND WORKFORCE, INC.	PB		C	1,440.58	Yes	No
09/24/2018	0000122195	WESTBAY AUTO PARTS, INC	PB		C	22.25	Yes	No
09/24/2018	0000122196	PUGET SOUND ENERGY	PB		C	105.35	Yes	No
09/24/2018	0000122197	METLIFE-GROUP BENEFITS	PB		C	5,528.96	Yes	No
09/24/2018	0000122198	PACIFIC SOURCE ADMINISTRATORS	PB		C	85.00	Yes	No
09/24/2018	0000122199	REGENCE BLUESHIELD	PB		C	37,748.80	Yes	No
SubTotal				150		324,162.87		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account SECTION 8 - VOUCHERS

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/17/2018		SECTION 8 ACCOUNT ANALYSIS FEE	OC		H	78.73	Yes	No
09/10/2018	0000023327	HOUSING AUTHORITY OF THE	PB		C	208,802.20	Yes	No
SubTotal					2	208,880.93		

HOUSING KITSAP
SELF-HELP FAMILY A/P
SEPTEMBER 2018

DATE	CHECK #	PAID TO	AMOUNT
9/7/2018	17406	A &H CONCRETE	\$3,789.93
9/7/2018	17407	ARROW LUMBER & HARDWARE	\$140.20
9/7/2018	17408	ASH CONSTRUCTION LLC	\$13,210.80
9/7/2018	17409	B-MORE ELECTRIC	\$5,159.81
9/7/2018	17410	BRUNDAGE BONE CONCRETE PUMPING	\$1,180.43
9/7/2018	17411	CALPORTLAND CO.	\$5,670.86
9/7/2018	17412	WASHINGTON STATE DEPARTMENT OF ECOLOGY	\$1,150.00
9/7/2018	17413	FERGUSON ENTERPRISES INC	\$2,981.66
9/7/2018	17414	H D FOWLER COMPANY, INC.	\$2,497.51
9/7/2018	17415	KINGSTON HENERY HARDWARE INC.	\$395.81
9/7/2018	17416	VOIDED	\$0.00
9/7/2018	17417	KCCHA - GENERAL FUND	\$34,000.00
9/7/2018	17418	KINGSTON LUMBER	\$65,342.52
9/7/2018	17419	KITSAP GUTTERS	\$2,313.54
9/7/2018	17420	LUMBERMENS / PROBUILD	\$4,761.76
9/7/2018	17421	MADRONA HOMES LLC	\$12,033.60
9/7/2018	17422	MR.DUCTLESS	\$6,963.00
9/7/2018	17423	IRON VISION GROUP dba NILSENS APPLIANCE	\$1,975.08
9/7/2018	17424	NORTHWEST DOOR LLC	\$2,914.68
9/7/2018	17425	PORT ORCHARD ELECTRIC LLC	\$8,244.80
9/7/2018	17426	PUGET SOUND ENERGY	\$45.38
9/7/2018	17427	RAINIER INSULATION SERVICES INC	\$4,878.84
9/7/2018	17428	RANDY KAN	\$195.00
9/7/2018	17429	RIZ CONCRETE INC.	\$9,810.00
9/7/2018	17430	RODDA PAINT COMPANY INC.	\$695.96
9/7/2018	17431	ROYAL BUILDERS LLC	\$4,496.25
9/7/2018	17432	ROOF TRUSS SUPPLY, INC.	\$8,004.88
9/7/2018	17433	SCOTT MCLENDONS HARDWARE	\$298.62
9/7/2018	17434	SEATTLE LIGHTING	\$620.22
9/7/2018	17435	VALLEY SUPPLY CO.	\$3,796.42
9/7/2018	17436	YOUR DESIGN	\$7,630.00
9/7/2018	17437	WEST SOUND UTILITY DISTRICT	\$7,645.00
9/14/2018	17438	HOME DEPOT #-2918	\$1,284.09
9/14/2018	17439	LOWE'S HIW, INC.	\$275.78
9/14/2018	17440	VOIDED	\$0.00
9/14/2018	17441	FINAL VISION INC.	\$2,177.50
9/14/2018	17442	P U D NO. 1 OF KITSAP COUNTY	\$474.84
9/14/2018	17443	PUGET SOUND ENERGY	\$52.54
9/14/2018	17444	WEST SOUND UTILITY DISTRICT	\$557.72
9/14/2018	17445	KINGSTON HENERY HARDWARE INC.	\$137.35
9/19/2018	17446	DAPPOLLONIO, AMBERLEE	\$1,200.00

HOUSING KITSAP
SELF-HELP FAMILY A/P
SEPTEMBER 2018

DATE	CHECK #	PAID TO	AMOUNT
9/19/2018	17447	FARMERS INSURANCE	\$646.98
9/19/2018	17448	FRANCIS, TED	\$125.35
9/19/2018	17449	KITSAP COUNTY PUBLIC WORKS	\$144.24
9/19/2018	17450	P U D NO. 1 OF KITSAP COUNTY	\$407.52
9/19/2018	17451	RANDY KAN	\$97.50
9/19/2018	17452	WEST SOUND UTILITY DISTRICT	\$119.70
TOTAL			\$230,543.67

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account — RED BARN - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/25/2018		WIRE TRANSFER- TO POV SECURITY	OC		H	250.00	Yes	No
09/03/2018	0000103099	LOWE'S	PB		C	140.38	Yes	No
09/03/2018	0000103100	BREM-AIR DISPOSAL	PB		C	279.76	Yes	No
09/03/2018	0000103101	PUGET SOUND ENERGY	PB		C	2,474.18	Yes	No
09/03/2018	0000103102	RED BARN REPLACEMENT RESERVE	PB		C	1,027.97	Yes	No
09/03/2018	0000103103	VERIZON WIRELESS	PB		C	27.47	Yes	No
09/10/2018	0000103104	LOWE'S	PB		C	57.37	Yes	No
09/10/2018	0000103105	HD SUPPLY FACILITIES	PB		C	941.72	Yes	No
09/10/2018	0000103106	ATWORK COMMERCIAL ENTERPRISES	PB		C	1,120.38	Yes	No
09/10/2018	0000103107	DEPARTMENT OF COMMERCE	PB		C	8,021.46	Yes	No
09/10/2018	0000103108	CITY OF PORT ORCHARD	PB		C	9,343.37	Yes	No
09/10/2018	0000103109	SCOTT MCLENDON'S HARDWARE	PB		C	20.58	Yes	No
09/10/2018	0000103110	WAVE	PB		C	247.36	Yes	No
09/10/2018	0000103111	XEROX CORPORATION	PB		C	11.30	Yes	No
09/17/2018	0000103112	KCCHA GENERAL FUND	PB		C	8,627.21	Yes	No
09/17/2018	0000103113	MOCO, INC.	PB		C	43.00	Yes	No
09/17/2018	0000103114	LEAH NOLDAN	PB		C	26.07	No	No
09/24/2018	0000103115	CINTAS FIRE 636525	PB		C	1,373.40	No	No
09/24/2018	0000103116	ERIN SAN NICOLAS	PB		C	17.75	No	No
09/24/2018	0000103117	WALLY'S WAX WORKS JANITORIAL	PB		C	260.00	No	No
SubTotal				20		34,310.73		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account DYE'S INLET - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/19/2018		WIRE TRANSFER TO HK G/F- (JULY PA	OC		H	296.23	Yes	No
09/19/2018		WIRE TRANSFER TO HK G/F- (AUG PA	OC		H	1,473.88	Yes	No
09/03/2018	0000804851	CENTURYLINK	PB		C	66.75	Yes	No
09/03/2018	0000804852	BREM-AIR DISPOSAL	PB		C	171.63	Yes	No
09/03/2018	0000804853	DYE'S INLET REPLACEMT. RESERVE	PB		C	464.64	Yes	No
09/03/2018	0000804854	EXPRESS SERVICES INC.	PB		C	341.14	Yes	No
09/03/2018	0000804855	VERIZON WIRELESS	PB		C	9.23	Yes	No
09/10/2018	0000804856	LOWE'S	PB		C	11.75	Yes	No
09/10/2018	0000804857	HD SUPPLY FACILITIES	PB		C	137.21	Yes	No
09/10/2018	0000804858	A-1 DOOR SERVICE, INC.	PB		C	47.56	Yes	No
09/10/2018	0000804859	ATWORK COMMERCIAL ENTERPRISES	PB		C	615.90	Yes	No
09/10/2018	0000804860	EXPRESS SERVICES INC.	PB		C	1,105.19	Yes	No
09/10/2018	0000804861	KITSAP COUNTY PUBLIC WORKS	PB		C	1,034.64	Yes	No
09/10/2018	0000804862	PUGET SOUND ENERGY	PB		C	171.32	Yes	No
09/10/2018	0000804863	RODDA PAINT COMPANY	PB		C	115.42	Yes	No
09/17/2018	0000804864	LOWE'S	PB		C	85.43	Yes	No
09/17/2018	0000804865	MOCO, INC.	PB		C	43.00	Yes	No
09/17/2018	0000804866	THYSSENKRUPP ELEVATOR CORP.	PB		C	982.02	Yes	No
09/24/2018	0000804867	HOME DEPOT CREDIT SERVICES	PB		C	289.70	No	No
09/24/2018	0000804868	ATWORK COMMERCIAL ENTERPRISES	PB		C	615.90	No	No
09/24/2018	0000804869	CASCADE NATURAL GAS CORP.	PB		C	20.54	No	No
09/24/2018	0000804870	GREENSHIELD HOME &	PB		C	295.00	No	No
09/24/2018	0000804871	LEAH NOLDAN	PB		C	25.20	No	No
09/24/2018	0000804872	WALLY'S WAX WORKS JANITORIAL	PB		C	265.00	No	No
		SubTotal			24	8,684.28		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account LIBERTY BAY - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/19/2018		WIRE TRANSFER TO HK G/F- (JULY PA	OC		H	772.79	Yes	No
09/19/2018		WIRE TRANSFER TO HK G/F- (AUG PA	OC		H	996.57	Yes	No
09/03/2018	0000905174	CITY OF BREMERTON	PB		C	965.17	Yes	No
09/03/2018	0000905175	CENTURYLINK	PB		C	48.46	Yes	No
09/03/2018	0000905176	BREM-AIR DISPOSAL	PB		C	316.28	Yes	No
09/03/2018	0000905177	EXPRESS SERVICES INC.	PB		C	321.91	Yes	No
09/03/2018	0000905178	KCCHA GENERAL FUND	PB		C	1,947.46	Yes	No
09/03/2018	0000905179	LIBERTY BAY PROPERTY RESERVE	PB		C	605.12	Yes	No
09/03/2018	0000905180	VERIZON WIRELESS	PB		C	36.81	Yes	No
09/03/2018	0000905181	WEST SOUND UTILITY DISTRICT	PB		C	805.98	Yes	No
09/10/2018	0000905182	ATWORK COMMERCIAL ENTERPRISES	PB		C	1,234.44	Yes	No
09/10/2018	0000905183	CENTURYLINK	PB		C	188.83	Yes	No
09/10/2018	0000905184	EXPRESS SERVICES INC.	PB		C	961.04	Yes	No
09/10/2018	0000905185	NORTH PERRY AVENUE	PB		C	749.52	Yes	No
09/10/2018	0000905186	PUGET SOUND ENERGY	PB		C	660.03	Yes	No
09/10/2018	0000905187	WAVE	PB		C	150.50	Yes	No
09/17/2018	0000905188	LOWE'S	PB		C	100.40	No	No
09/17/2018	0000905189	SCOTT MCLENDON'S HARDWARE	PB		C	31.01	Yes	No
09/24/2018	0000905190	HOME DEPOT CREDIT SERVICES	PB		C	106.53	No	No
09/24/2018	0000905191	ATWORK COMMERCIAL ENTERPRISES	PB		C	1,234.44	No	No
09/24/2018	0000905192	CHUCK BRACKETT	PB		C	10.41	No	No
09/24/2018	0000905193	CLEAN-N-ROOTER	PB		C	564.62	No	No
09/24/2018	0000905194	DUKE ROOF CLEANING	PB		C	800.00	No	No
09/24/2018	0000905195	LEAH NOLDAN	PB		C	12.22	No	No
09/24/2018	0000905196	NORTHWEST TERMITE &	PB		C	136.25	No	No
09/24/2018	0000905197	WALLY'S WAX WORKS JANITORIAL	PB		C	360.00	No	No
SubTotal				26		14,116.79		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account HERITAGE - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/19/2018		WT- US BANK DEBT SERVICE PAYMEN	OC		H	120,398.52	Yes	No
09/03/2018	0000102996	LOWE'S	PB		C	1,441.36	Yes	No
09/03/2018	0000102997	A-1 SERVICES, INC.	PB		C	615.85	Yes	No
09/03/2018	0000102998	BREM-AIR DISPOSAL	PB		C	2,071.45	Yes	No
09/03/2018	0000102999	EXPRESS SERVICES INC.	PB		C	1,199.28	Yes	No
09/03/2018	0000103000	HERITAGE APTS-REPLACEMENT	PB		C	1,454.10	Yes	No
09/03/2018	0000103001	KITSAP COUNTY PROSECUTING	PB		C	689.70	Yes	No
09/03/2018	0000103002	VISA	PB		C	107.91	Yes	No
09/03/2018	0000103003	VERIZON WIRELESS	PB		C	47.70	Yes	No
09/10/2018	0000103004	SEARS COMMERCIAL ONE	PB		C	1,054.78	Yes	No
09/10/2018	0000103005	OFFICE DEPOT	PB		C	81.27	No	No
09/10/2018	0000103006	Amber Ableman	PB		C	50.00	Yes	No
09/10/2018	0000103007	ATWORK COMMERCIAL ENTERPRISES	PB		C	1,393.40	Yes	No
09/10/2018	0000103008	Andrea Bame	PB		C	90.00	Yes	No
09/10/2018	0000103009	Ruby Bowman	PB		C	50.00	Yes	No
09/10/2018	0000103010	Sandra Broadrick	PB		C	31.00	No	No
09/10/2018	0000103011	Nickie Burks	PB		C	39.00	Yes	No
09/10/2018	0000103012	Tara Campbell	PB		C	50.00	No	No
09/10/2018	0000103013	Rolando Cruz	PB		C	45.00	No	No
09/10/2018	0000103014	EXPRESS SERVICES INC.	PB		C	4,298.61	Yes	No
09/10/2018	0000103015	JOSE LINARES	PB		C	15.53	Yes	No
09/10/2018	0000103016	Beana Mason	PB		C	50.00	Yes	No
09/10/2018	0000103017	LEAH NOLDAN	PB		C	7.90	No	No
09/10/2018	0000103018	NORTHWEST TERMITE &	PB		C	223.45	Yes	No
09/10/2018	0000103019	Adrienne Olafsen	PB		C	50.00	Yes	No
09/10/2018	0000103020	CITY OF PORT ORCHARD	PB		C	13,544.35	Yes	No
09/10/2018	0000103021	PUGET SOUND ENERGY	PB		C	258.92	Yes	No
09/10/2018	0000103022	LENA REARDON	PB		C	57.19	Yes	No
09/10/2018	0000103023	LENA REARDON	PB		C	44.40	Yes	No
09/10/2018	0000103024	Jordan Robertson	PB		C	50.00	No	No
09/10/2018	0000103025	RODDA PAINT COMPANY	PB		C	214.29	Yes	No
09/10/2018	0000103026	Deborah Wilbur	PB		C	50.00	No	No
09/17/2018	0000103027	LOWE'S	PB		C	217.66	Yes	No
09/17/2018	0000103028	OFFICE DEPOT	PB		C	22.88	Yes	No
09/17/2018	0000103029	HD SUPPLY FACILITIES	PB		C	1,009.32	Yes	No
09/17/2018	0000103030	PACIFIC OFFICE AUTOMATION	PB		C	27.25	No	No
09/17/2018	0000103031	PUGET SOUND ENERGY	PB		C	70.92	Yes	No
09/24/2018	0000103032	HD SUPPLY FACILITIES	PB		C	50.42	No	No
09/24/2018	0000103033	ATWORK COMMERCIAL ENTERPRISES	PB		C	1,393.40	No	No
09/24/2018	0000103034	JULIE COMBS	PB		C	4.31	No	No
09/24/2018	0000103035	GOLDLEAF CORPORATION	PB		C	125.18	No	No
09/24/2018	0000103036	NORTHWEST TERMITE &	PB		C	87.20	No	No
09/24/2018	0000103037	KEVIN O'DELL	PB		C	29.38	No	No
09/24/2018	0000103038	LENA REARDON	PB		C	131.77	No	No
SubTotal					44	152,944.65		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account VIEWMONT - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/24/2018		WIRE TRANSFER TO VIEWMONT SECU	OC		H	2,708.00	Yes	No
09/26/2018		WT- US BANK DEBT SERVICE PAYMEN	OC		H	145,691.93	Yes	No
09/19/2018		WIRE TRANSFER TO HK G/F (AUG PA	OC		H	11,772.46	Yes	No
09/19/2018		WIRE TRANSFER TO HK G/F (JULY PA	OC		H	8,479.36	Yes	No
09/03/2018	0000103879	KCCHA GENERAL FUND	PB		C	2,500.00	Yes	No
09/03/2018	0000103880	KITSAP COUNTY PROSECUTING	PB		C	496.10	Yes	No
09/03/2018	0000103881	VERIZON WIRELESS	PB		C	63.28	Yes	No
09/03/2018	0000103882	VIEWMONT APTS-REPLACEMENT	PB		C	1,999.39	Yes	No
09/03/2018	0000103883	WEST SOUND UTILITY DISTRICT	PB		C	7,795.59	Yes	No
09/10/2018	0000103884	CHELSEA HANSEN	PB		C	426.00	Yes	No
09/10/2018	0000103885	SEARS COMMERCIAL ONE	PB		C	432.61	Yes	No
09/10/2018	0000103886	LOWE'S	PB		C	62.75	Yes	No
09/10/2018	0000103887	ATWORK COMMERCIAL ENTERPRISES	PB		C	2,559.32	Yes	No
09/10/2018	0000103888	GREAT FLOORS LLC	PB		C	8,894.40	Yes	No
09/10/2018	0000103889	KCCHA GENERAL FUND	PB		C	10,400.16	Yes	No
09/10/2018	0000103890	PUGET SOUND ENERGY	PB		C	283.47	Yes	No
09/10/2018	0000103891	SANDVIK BUILDERS INC	PB		C	327.00	Yes	No
09/10/2018	0000103892	SCOTT MCLENDON'S HARDWARE	PB		C	374.82	Yes	No
09/10/2018	0000103893	XEROX CORPORATION	PB		C	83.77	Yes	No
09/17/2018	0000103894	LOWE'S	PB		C	1,235.33	Yes	No
09/17/2018	0000103895	Derek Brougham	PB		C	104.00	Yes	No
09/17/2018	0000103896	Michelle Johnson	PB		C	32.00	No	No
09/17/2018	0000103897	JOSE LINARES	PB		C	15.53	Yes	No
09/17/2018	0000103898	Sandy Mantonona	PB		C	104.00	Yes	No
09/17/2018	0000103899	Edward McKee	PB		C	202.00	No	No
09/17/2018	0000103900	MOCO, INC.	PB		C	602.00	Yes	No
09/17/2018	0000103901	Bradley Ritchison	PB		C	26.00	Yes	No
09/17/2018	0000103902	RODDA PAINT COMPANY	PB		C	452.96	Yes	No
09/17/2018	0000103903	Latrina Sanders	PB		C	104.00	No	No
09/17/2018	0000103904	SCOTT MCLENDON'S HARDWARE	PB		C	1,214.02	Yes	No
09/17/2018	0000103905	SOUND GLASS SALES INC.-	PB		C	1,290.83	Yes	No
09/17/2018	0000103906	Meggan Stavick	PB		C	52.00	No	No
09/17/2018	0000103907	WAVE	PB		C	124.75	Yes	No
09/24/2018	0000103908	SURFACE RENEW INC.	PB		C	830.46	No	No
09/24/2018	0000103909	WALLY'S WAX WORKS JANITORIAL	PB		C	90.00	No	No
SubTotal				35		211,830.29		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account RAILROAD- OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/24/2018		WIRE TRANSFER TO RRA SECURITY D	OC		H	1,039.00	Yes	No
09/12/2018		ACH DR- USDA RD LOAN PAYMENT	OC		H	2,121.65	No	No
09/12/2018		ACH DR- NET OVERAGE/ SURCHARGE	OC		H	145.00	No	No
09/19/2018		WIRE TRANSFER TO HK G/F (JULY PA	OC		H	2,287.11	Yes	No
09/19/2018		WIRE TRANSFER TO HK G/F- (AUG PA	OC		H	1,907.48	Yes	No
09/03/2018	0000002778	HOME DEPOT CREDIT SERVICES	PB		C	116.60	Yes	No
09/03/2018	0000002779	KCCHA GENERAL FUND	PB		C	870.00	Yes	No
09/03/2018	0000002780	KITSAP COUNTY PROSECUTING	PB		C	31.46	Yes	No
09/03/2018	0000002781	VISA	PB		C	68.27	Yes	No
09/03/2018	0000002782	RAILROAD AVE. REPLACEMENT	PB		C	1,250.00	Yes	No
09/03/2018	0000002783	VERIZON WIRELESS	PB		C	29.14	Yes	No
09/10/2018	0000002784	HD SUPPLY FACILITIES	PB		C	851.34	Yes	No
09/10/2018	0000002785	ATWORK COMMERCIAL ENTERPRISES	PB		C	748.50	Yes	No
09/10/2018	0000002786	JANA MCKINNEY	PB		C	15.00	Yes	No
09/10/2018	0000002787	DEPARTMENT OF LICENSING	PB		C	5.40	No	No
09/10/2018	0000002788	NORTHWEST TERMITE &	PB		C	87.20	Yes	No
09/10/2018	0000002789	CITY OF POULSBO	PB		C	2,149.77	Yes	No
09/10/2018	0000002790	VERN'S ORGANIC TOPSOIL & BARK	PB		C	1,663.34	Yes	No
09/24/2018	0000002791	HD SUPPLY FACILITIES	PB		C	102.99	No	No
09/24/2018	0000002792	HOME DEPOT CREDIT SERVICES	PB		C	40.29	No	No
09/24/2018	0000002793	CINTAS FIRE 636525	PB		C	116.06	No	No
09/24/2018	0000002794	KCCHA GENERAL FUND	PB		C	928.00	Yes	No
		SubTotal		22		16,573.60		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account RD PROJECTS - OPERATING

Trans. Date	Trans. No.	Name on Transaction	Journal	S8 Type	Trans. Type	Trans. Amount	Cleared	Voided
09/05/2018		WIRE TRANSFER- HK G/F (FY2019 INS)	OC		H	20,655.03	Yes	No
09/26/2018		ACH DR- BANK SERVICE CHARGE	OC		H	33.00	Yes	No
09/12/2018		ACH DR- USDA RD LOAN PAYMENT	OC		H	2,076.37	No	No
09/12/2018		ACH DR- USDA RD SURCHARGE/ OVE	OC		H	237.00	No	No
09/13/2018		ACH DR- USDA RD LOAN PAYMENT	OC		H	1,186.16	No	No
09/13/2018		ACH DR- USDA RD OVERAGE/ SURCH	OC		H	130.00	No	No
09/12/2018		ACH DR- USDA RD LOAN PAYMENT	OC		H	2,183.01	No	No
09/12/2018		ACH DR- USDA RD SURCHARGE/ OVE	OC		H	148.00	No	No
09/12/2018		ACH DR- USDA RD LOAN PAYMENT	OC		H	2,076.37	No	No
09/19/2018		WIRE TRANSFER TO HK G/F (JULY PA	OC		H	25,408.42	Yes	No
09/19/2018		WIRE TRANSFER TO HK G/F- (AUG PA	OC		H	30,521.87	Yes	No
09/03/2018	0000004033	HOME DEPOT CREDIT SERVICES	PB		C	200.58	Yes	No
09/03/2018	0000004034	VISA	PB		C	26.68	Yes	No
09/03/2018	0000004035	KCCHA GENERAL FUND	PB		C	8,642.00	Yes	No
09/03/2018	0000004036	KITSAP COUNTY PROSECUTING	PB		C	791.34	Yes	No
09/03/2018	0000004037	PACIFIC OFFICE AUTOMATION	PB		C	53.18	Yes	No
09/03/2018	0000004038	USDA - RD REPLACEMENT RESERVE	PB		C	4,356.00	Yes	No
09/03/2018	0000004039	VERIZON WIRELESS	PB		C	202.76	Yes	No
09/10/2018	0000004040	HD SUPPLY FACILITIES	PB		C	1,290.02	Yes	No
09/10/2018	0000004041	ATWORK COMMERCIAL ENTERPRISES	PB		C	3,575.63	Yes	No
09/10/2018	0000004042	BAINBRIDGE DISPOSAL INC.	PB		C	1,036.68	Yes	No
09/10/2018	0000004043	BUILDERS FIRSTSOURCE, INC.	PB		C	13.68	Yes	No
09/10/2018	0000004044	CENTURYLINK	PB		C	1.16	Yes	No
09/10/2018	0000004045	CINTAS FIRE 636525	PB		C	154.42	Yes	No
09/10/2018	0000004046	JULIE COMBS	PB		C	87.31	No	No
09/10/2018	0000004047	COMCAST	PB		C	878.57	Yes	No
09/10/2018	0000004048	JULIETTE BARBER	PB		C	33.16	Yes	No
09/10/2018	0000004049	GREAT FLOORS LLC	PB		C	5,170.00	Yes	No
09/10/2018	0000004050	KITSAP COUNTY PUBLIC WORKS	PB		C	46.50	Yes	No
09/10/2018	0000004051	JANA MCKINNEY	PB		C	220.00	Yes	No
09/10/2018	0000004052	DEPARTMENT OF LICENSING	PB		C	24.60	No	No
09/10/2018	0000004053	NORTHWEST TERMITE &	PB		C	315.00	Yes	No
09/10/2018	0000004054	CITY OF POULSBO	PB		C	4,693.50	Yes	No
09/10/2018	0000004055	PUGET SOUND ENERGY	PB		C	576.33	Yes	No
09/10/2018	0000004056	SURFACE RENEW INC.	PB		C	579.97	Yes	No
09/10/2018	0000004057	CITY OF BAINBRIDGE ISLAND	PB		C	9,949.94	Yes	No
09/10/2018	0000004058	VERN'S ORGANIC TOPSOIL & BARK	PB		C	832.00	Yes	No
09/17/2018	0000004059	JULIETTE BARBER	PB		C	40.17	Yes	No
09/17/2018	0000004060	CENTURYLINK	PB		C	204.48	Yes	No
09/17/2018	0000004061	JULIE COMBS	PB		C	125.94	No	No
09/17/2018	0000004062	MOCO, INC.	PB		C	43.00	Yes	No
09/17/2018	0000004063	KEVIN O'DELL	PB		C	41.53	Yes	No
09/17/2018	0000004064	PUGET SOUND ENERGY	PB		C	852.90	Yes	No
09/24/2018	0000004065	HD SUPPLY FACILITIES	PB		C	773.48	No	No
09/24/2018	0000004066	HOME DEPOT CREDIT SERVICES	PB		C	648.75	No	No
09/24/2018	0000004067	CENTURYLINK	PB		C	43.43	No	No
09/24/2018	0000004068	GREENSHIELD HOME &	PB		C	125.00	No	No
09/24/2018	0000004069	KCCHA GENERAL FUND	PB		C	8,642.00	Yes	No

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account RD PROJECTS - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/24/2018	0000004070	PUGET SOUND ENERGY	PB		C	28.67	No	No
09/24/2018	0000004071	SURFACE RENEW INC.	PB		C	549.98	No	No
09/24/2018	0000004072	WASHINGTON STATE	PB		C	138.80	No	No
09/24/2018	0000004073	DEPT. OF ENTERPRISE SERVICES	PB		C	255.00	No	No
SubTotal					52	140,919.37		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account KITSAP APT - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/24/2018		WIRE TRANSFER TO KITSAP APTS SE	OC		H	970.00	Yes	No
09/19/2018		WIRE TRANSFER- HK G/F (AUG PAYR	OC		H	34,127.76	Yes	No
09/19/2018		WIRE TRANSFER TO HK G/F (JULY PA	OC		H	23,797.77	Yes	No
09/03/2018	0000015793	LOWE'S	PB		C	22.76	Yes	No
09/03/2018	0000015794	CASCADE NATURAL GAS CORP.	PB		C	5.38	Yes	No
09/03/2018	0000015795	BREM-AIR DISPOSAL	PB		C	1,113.19	Yes	No
09/03/2018	0000015796	GREAT FLOORS LLC	PB		C	2,997.50	Yes	No
09/03/2018	0000015797	HENERY HARDWARE	PB		C	21.40	Yes	No
09/03/2018	0000015798	KITSAP APARTMENTS	PB		C	6,753.18	Yes	No
09/03/2018	0000015799	KITSAP COUNTY PROSECUTING	PB		C	108.90	Yes	No
09/03/2018	0000015800	PACIFIC OFFICE AUTOMATION	PB		C	53.18	Yes	No
09/03/2018	0000015801	KITSAP P.U.D. #1	PB		C	1,924.48	Yes	No
09/03/2018	0000015802	PUGET SOUND ENERGY	PB		C	11.77	Yes	No
09/03/2018	0000015803	VERIZON WIRELESS	PB		C	174.25	Yes	No
09/03/2018	0000015804	WEST SOUND UTILITY DISTRICT	PB		C	6,688.75	Yes	No
09/10/2018	0000015805	ATWORK COMMERCIAL ENTERPRISES	PB		C	6,198.48	Yes	No
09/10/2018	0000015806	CITY OF BREMERTON	PB		C	3,192.19	Yes	No
09/10/2018	0000015807	BREM-AIR DISPOSAL	PB		C	1,549.99	Yes	No
09/10/2018	0000015808	FED EX	PB		C	11.48	Yes	No
09/10/2018	0000015809	GREAT FLOORS LLC	PB		C	8,011.50	Yes	No
09/10/2018	0000015810	KITSAP COUNTY PUBLIC WORKS	PB		C	7,544.52	Yes	No
09/10/2018	0000015811	NW PAINTSMITH, LLC	PB		C	7,895.74	Yes	No
09/10/2018	0000015812	NORTHWEST TERMITE &	PB		C	163.50	Yes	No
09/10/2018	0000015813	PUGET SOUND ENERGY	PB		C	1,587.61	Yes	No
09/10/2018	0000015814	WAVE	PB		C	111.55	Yes	No
09/10/2018	0000015815	XEROX CORPORATION	PB		C	50.57	Yes	No
09/17/2018	0000015816	LOWE'S	PB		C	660.99	Yes	No
09/17/2018	0000015817	HD SUPPLY FACILITIES	PB		C	4,426.58	Yes	No
09/17/2018	0000015818	HOME DEPOT CREDIT SERVICES	PB		C	469.58	Yes	No
09/17/2018	0000015819	CENTURYLINK	PB		C	418.17	Yes	No
09/17/2018	0000015820	JULIE COMBS	PB		C	3.32	No	No
09/17/2018	0000015821	KCCHA GENERAL FUND	PB		C	27,026.22	Yes	No
09/17/2018	0000015822	ANN LEMIEUX - PETTY CASH	PB		C	32.70	Yes	No
09/17/2018	0000015823	JOSE LINARES	PB		C	28.57	Yes	No
09/17/2018	0000015824	MOCO, INC.	PB		C	1,161.00	Yes	No
09/17/2018	0000015825	LEAH NOLDAN	PB		C	116.11	No	No
09/17/2018	0000015826	KEVIN O'DELL	PB		C	32.26	Yes	No
09/17/2018	0000015827	PACIFIC OFFICE AUTOMATION	PB		C	27.25	No	No
09/17/2018	0000015828	PUGET SOUND ENERGY	PB		C	15.19	Yes	No
09/17/2018	0000015829	RELIABLE PARTS	PB		C	111.16	Yes	No
09/17/2018	0000015830	RODDA PAINT COMPANY	PB		C	879.08	Yes	No
09/17/2018	0000015831	SCOTT MCLENDON'S HARDWARE	PB		C	27.74	Yes	No
09/17/2018	0000015832	MANUEL R. TORRES	PB		C	30.35	Yes	No
09/24/2018	0000015833	SEARS COMMERCIAL ONE	PB		C	1,114.73	No	No
09/24/2018	0000015834	HD SUPPLY FACILITIES	PB		C	265.70	No	No
09/24/2018	0000015835	HOME DEPOT CREDIT SERVICES	PB		C	268.50	No	No
09/24/2018	0000015836	THERESA BALLEW	PB		C	120.12	Yes	No
09/24/2018	0000015837	CENTURYLINK	PB		C	312.09	No	No

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account KITSAP APT - OPERATING

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/24/2018	0000015838	GREAT FLOORS LLC	PB		C	13,243.50	No	No
09/24/2018	0000015839	GREENSHIELD HOME &	PB		C	3,320.00	No	No
09/24/2018	0000015840	NORTHWEST TERMITE &	PB		C	407.66	No	No
09/24/2018	0000015841	PACIFIC WELDING SUPPLIES LLC	PB		C	27.50	No	No
09/24/2018	0000015842	PUGET SOUND ENERGY	PB		C	288.82	No	No
09/24/2018	0000015843	SURFACE RENEW INC.	PB		C	2,299.80	No	No
SubTotal					54	172,222.09		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account SHOP - CONVERTED

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/10/2018	0000000299	HIS HANDS LAWN CARE & SERVICES I	PB		C	570.83	Yes	No
09/10/2018	0000000300	PME CONSTRUCTION CORPORATION	PB		C	228,660.06	Yes	No
SubTotal					2	229,230.89		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account SELF HELP - USDA 523 Grant Fund

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/25/2018		WIRE TRANSFER- HK G/F	OC		H	51,908.69	Yes	No
		SubTotal			1	51,908.69		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account SHOP - REVOLVED

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/03/2018	0000000040	WASHINGTON STATE DEPARTMENT	PB		C	707.00	Yes	No
09/10/2018	0000000041	ENVIRO SOUND CONSULTING, INC.	PB		C	2,181.90	Yes	No
SubTotal					2	2,888.90		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account PH - Rental Receipts

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/03/2018	0000001211	HUNT MORTGAGE CAPITAL, LLC	PB		C	10,000.00	Yes	No
09/03/2018	0000001212	KCCHA GENERAL FUND	PB		C	20,420.56	Yes	No
09/24/2018	0000001213	KCCHA GENERAL FUND	PB		C	35,517.75	Yes	No
SubTotal					3	65,938.31		

HOUSING KITSAP
Transaction Edit Listing Between 09/01/2018 and 09/30/2018
Accounting

Bank Account — HK PROJECTS - Rental Receipts

<u>Trans. Date</u>	<u>Trans. No.</u>	<u>Name on Transaction</u>	<u>Journal</u>	<u>S8 Type</u>	<u>Trans. Type</u>	<u>Trans. Amount</u>	<u>Cleared</u>	<u>Voided</u>
09/03/2018	0000001554	KCCHA GENERAL FUND	PB		C	15,665.37	Yes	No
09/24/2018	0000001555	KCCHA GENERAL FUND	PB		C	33,394.53	Yes	No
SubTotal					2	<u>49,059.90</u>		

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY
dba HOUSING KITSAP**

RESOLUTION 2018-14

**AUTHORIZING DISPOSAL OF OBSOLETE
AND/OR DAMAGED AND/OR SURPLUS ASSETS**

WHEREAS, the Executive Director has submitted the attached survey of obsolete/damaged/surplus assets as of November 27, 2018;

WHEREAS, the Housing Kitsap Board of Commissioners has reviewed the attached list;

NOW THEREFORE BE IT RESOLVED by the Housing Kitsap Board of Commissioners that the assets listed in the attached are approved for disposal and write-off.

ADOPTED by the Housing Kitsap Board of Commissioners at a regular open public meeting this 27th day of November 2018.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Rob Putaansuu, Chair

ATTEST:

Stuart Grogan, Executive Director

NEW BAR CO Bar Code #	Asset Description	Location	Unit/RM #	Model No.	te Last Count	Date of Disposal	BOD Approval Date
A0022316	Desk	9191	Downstairs	Desk w/ Hutch	5/11/2016	ASAP	11/27/2018
A0022317	Hutch	9191	Downstairs	Hutch of A0022316	5/11/2016	ASAP	11/27/2018
A0014649	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0014671	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0023525	Wall Unit	9191	102	Oak Wall Unit	6/8/2016	ASAP	11/27/2018
A0014664	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0014663	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0014666	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0014658	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0023575	A0005217 DESK	9191	114	60" W X 29" D W/LF RETURN, OAK	6/8/2016	ASAP	11/27/2018
A0014660	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0014705	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0014706	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0022675	DESK	9191	112	U shaped Desk	6/8/2016	ASAP	11/27/2018
A0023577	Wall Unit	9191	116		6/8/2016	ASAP	11/27/2018
A0023576	Wall Unit	9191	102	Oak Wall Unit	6/8/2016	ASAP	11/27/2018
A0014656	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0014703	Desk	9191	520 Open Space	Wooden Desk w/ 1 shelf hutch	6/8/2016	ASAP	11/27/2018
A0014681	Desk	9191	520 Open Space	L Shaped desk w/ 2 - 2 metal dr	6/8/2016	ASAP	11/27/2018
A0023156	A0005343 DESK	9191	109	60" W X 29" D W/RT RETURN, OAK	6/8/2016	ASAP	11/27/2018
A0024019	A0005493 DESK	9191	Upstairs	Desk	5/18/2016	ASAP	11/27/2018
A0024001	A000480 DESK	9191	Upstairs	65"W X 29.5"D W/ LF RETURN	5/18/2016	ASAP	11/27/2018
A0023011	A001887 DESK	9191			10/15/2013	ASAP	11/27/2018
A0023588	A0005379 DESK	9191	Upstairs	60" W X 29" D W/RT RETURN, OAK	5/18/2016	ASAP	11/27/2018
A0024012	A0005496 DESK	9191	Upstairs	60" W X 29" D W/ RT RETURN	5/18/2016	ASAP	11/27/2018
A0023032	DESK	9191				ASAP	11/27/2018
A0022315	DESK	9191				ASAP	11/27/2018
A0023000	DESK	9191				ASAP	11/27/2018
A0022474	DESK	9191				ASAP	11/27/2018
A0014678	Desk	9191	520 Open Space	L Shaped desk w/ 1 - 2 metal dr	6/8/2016	ASAP	11/27/2018
A0014651	Filing Cabinet	9191	520 Open Space	2 drawer black filing cabinet	6/8/2016	ASAP	11/27/2018
A0022334	A0008177 FILING CABINET	9191	OFFICE		12/15/2015	ASAP	11/27/2018
A0022350	FILING CABINET	9191	Office		12/15/2015	ASAP	11/27/2018
A0015069	A0022626 AV	9191	103	Stereo	6/16/2016	ASAP	11/27/2018
A0022313	Filing Cabinet	9191				ASAP	11/27/2018
A0022325	Filing Cabinet	9191				ASAP	11/27/2018
A0014673	Bookshelf	9191				ASAP	11/27/2018
A0015048	Round Table	9191				ASAP	11/27/2018
A0023504	Bookshelf	9191				ASAP	11/27/2018
A0022634	Paper Shredder	9191				ASAP	11/27/2018



Board of Commissioners

Agenda Item Summary

MEETING DATE: November 27, 2018

AGENDA ITEM: 3.D.

AGENDA TITLE: CONSIDERATION OF A MOTION TO ADOPT A REVISED 2018 MEETING SCHEDULE.

SUBMITTED BY: Tara Owensby

TITLE: Administrative Assistant

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Revised 2018 meeting schedule

STRATEGIC PLAN LINK: NA

FISCAL IMPACT: NA

RECOMMENDATION: Approval

SUMMARY STATEMENT:

The Dec, 25 meeting is on a holiday. Staff requests to move the December 25 meeting to December 18.

If approved, the new calendar would be posted on HK's website. HK staff would cancel all prior meeting appointments and send out new calendar appointments to all Board members.

RECOMMENDED ACTION:

Motion to adopt the revised 2018 regular meeting schedule.



Housing Kitsap Board of Commissioners 2018 Meeting Schedule

Board meetings are the **fourth Tuesday** of each month, **9:00-11:00 am**,
Housing Kitsap's Office 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.
HK Staff attends all meetings

Date	Meeting	Time	Location
Tuesday, January 2	NO MEETING		
Tuesday, January 16	Full Board Work Study Session	10:45am-11:45pm	Kitsap Transit Suite 310
Tuesday, February 6	Full Board	3:15-5:00 pm	NDGC Chambers
Tuesday, February 20	Full Board Work Study Session	10:45am-11:45pm	Kitsap Transit Suite 310
Tuesday, March 6	Full Board	3:15-5:00 pm	NDGC Chambers
Tuesday, March 20	Full Board Work Study Session	10:45am-11:45pm	Kitsap Transit Suite 310
Tuesday, April 3	Board	3:15-5:00 pm	NDGC Chambers
Tuesday, April 17	Full Board Work Study Session/ Annual Retreat	11:00am-3:00pm	Housing Kitsap
Tuesday, May 22	Full Board	9:00-11:00 am	Housing Kitsap
Tuesday, June 26	Full Board	9:00-11:00 am	Housing Kitsap
Tuesday, July 24	Full Board	9:00-11:00 am	Housing Kitsap
Tuesday, August 28	Full Board	9:00-11:00 am	Housing Kitsap
Tuesday, September 25	Full Board	9:00-11:00 am	Housing Kitsap
Tuesday, October 23	Full Board	9:00-11:00 am	Housing Kitsap
Tuesday, November 27	Full Board	9:00-11:00 am	Housing Kitsap
Tuesday, December 18	Full Board	9:00-11:00 am	Housing Kitsap

2018 schedule approved by the Housing Kitsap Board of Commissioners on 11-27-18



Board of Commissioners

Agenda Item Summary

MEETING DATE: November 27, 2018

AGENDA ITEM: 5. A.

AGENDA TITLE: Request to spend additional funds to pay for consultant services from the Rental Assistance Demonstration (RAD) project

SUBMITTED BY: Stuart Grogan

TITLE: Executive Director

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS:

STRATEGIC PLAN LINK: Supports Goals 2

FISCAL IMPACT: +/- 8,500 over the approved budget

RECOMMENDATION: Approval

SUMMARY STATEMENT:

Staff reviewed the most current summary of expenditures to date and all outstanding invoices. Including the HUD reimbursement, the project is about \$8,500 over budget. Staff requests authority for a budget increase to pay off the remaining invoices from four consultants.

RECOMMENDED ACTION:

Approval of a motion to authorize additional spending for the remaining outstanding invoices.

Background

On September 5, 2017, the Board adopted Resolution 2017-15 which was a significant amendment to the Five Year Capital Plan to include HK's participation in the Rental Assistance Demonstration (RAD) project.

Staff estimated that predevelopment costs would be approximately \$387,000 for the capital needs analysis and energy audit, legal costs, a market analysis, appraisal and survey, title report, application fees, an environmental analysis, debt application fees, our financial advisor and a contingency.

At Work Study sessions during the Fall of 2017, the Board discussed options for financing RAD predevelopment expenses including (1) using internal unrestricted funds from market units, developer fees or other redevelopment projects, (2) applying up to \$100,000 from the Capital Fund authorized by the RAD program; and (3) borrowing predevelopment funds as a line of credit.

After a review of expenses in July of this year, staff requested that the Board adopt a motion allowing the retroactive and current spending for RAD expenses up to \$387,000 of HK funds for the RAD project as supplemented by the use of up to \$100,000 of its annual capital fund allocation. To date, the total allowed, \$99,999, has been drawn.

Current

As the project is paused, staff reviewed all of the remaining outstanding invoices from our consultants against all of the invoices for the project since its inception. A summary is provided below:

Original budget approval			\$ 387,000.00
Expenses from Feb. 2017 until June 2018	\$ 350,076.94		
Added 2019 YE expenses (July-Oct.)	\$ 26,359.76		
	\$ 376,436.70		
HUD	\$ (99,999.00)		
	Total	\$ 276,437.70	
Current and final invoices			
Chinook	\$ 11,350.00		
CSG	\$ 1,325.00		
Casey+Dechant	\$ 64,869.52		
Wnek Engineering	\$ 41,765.04		
	Total	\$ 119,309.56	
			\$ 395,747.26
	BUDGET Surplus/(deficit):	\$	(8,747.26)

Staff recommends that the Board adopt a motion authorizing an increase in the RAD budget of \$8,747.26 and the payment of these outstanding amounts.



Board of Commissioners

Agenda Item Summary

MEETING DATE: November 27, 2018

AGENDA ITEM: 6.A.

AGENDA TITLE: Executive Director Update

SUBMITTED BY: Stuart Grogan

TITLE: Executive Director

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Monthly summary

STRATEGIC PLAN LINK: Supports Goals 1 - 5

FISCAL IMPACT: None, update only

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on the Executive Directors activities from the prior month including announcements, updates on pending legislation, and areas of potential risk to HK.

RECOMMENDED ACTION:

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

A. Executive Director (Stuart Grogan)

1. The following is a brief summary of the activities I have been involved with since the last meeting of the Board:

- Board of Commissioners;
 - Met with Commissioner Putaansuu regarding the agenda for the next meeting;
 - Met with the Finance Committee of the Board;
- Business and Technology Resources (BTR):
 - Began working with staff to reorganize procedures and duties;
 - Working with HK's six banking partners to update authorized signatures, wiring authority and online access including executing new service agreements;
 - Work with staff to update Secretary of State licenses and registrations;
 - Worked with Steve Miller to complete draft financial statements;
 - Onboard and check in with new Controller;
 - Call with MRI and planning for full implementation of MRI software before end of year;
 - Several calls with State Auditor's Office and consultant regarding Real Estate Assessment Center (REAC) Financial Data schedule (FDS)
- Real Estate Management and Housing Programs (REMHP):
 - Began working with staff to reorganize procedures and duties;
 - Supported Boston Post (BP) conversion process with:
 - Check in call with BP team and staff;
 - Planning, closed offices and implemented data input week with all staff available;
 - Attended day of caring at Orchard Bluff;
 - Supported financial education training at Nollwood for residents;
 - Regular meeting and informal meetings with Portfolio and Compliance Managers;
- Self Help:
 - Signed letter of interest for Amelia Landing and Waga Way potential projects;
 - Follow up on status of Sherman Ridge;
- Development:
 - Worked with partners to put projects on hold/pause while software conversion is in process;
- Office management:
 - Began working with staff to reorganize procedures and duties;
 - Authorized hire of new receptionist;
 - Planning for disposal of old equipment and material at 9191;
 - Planning for end of the year staff meeting;
 - Check in on status of any pending public records requests;
- BGC-OA:
 - Attended monthly Board meeting;
 - Followed up on outstanding invoices and checked on financial reports;
- General:
 - Staff
 - Implement staff reduction in force
 - Issued press release
 - Met with staff to respond to questions

- Set up monthly all staff meetings
- o Signed
 - Routine checks as authorized signator; and
 - Confirmed routine wire transfers for debt service and other transfers.



Board of Commissioners

Agenda Item Summary

MEETING DATE: November 27, 2018

AGENDA ITEM: 6.B.

AGENDA TITLE: Business and Technology Resources (BTR).

SUBMITTED BY: BTR Staff

TITLE: Director of BTR

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Department update.

STRATEGIC PLAN LINK: Supports Goals 1-5

FISCAL IMPACT: None, update only

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on all of HK's efforts within this program including the software conversion, annual budget, asset management and repositioning, human resources and information technology.

RECOMMENDED ACTION:

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

B. Business & Technology Resources

1. Finance:

- General:
 - John Jensen, HK's new controller, started work at HK on November 13, 2018. Tom Oswald and the rest of the finance staff have been working with John to introduce him to our systems, files and programs;
 - HK currently has three temporary accounting professionals who are working with the rest of the finance staff to support operations, validate data, help with the MRI conversion and prepare accurate financial reports;
- Financial Statements:
 - Steve Miller, one of HK's long-standing accounting consultants, has been retained to help meet the State Auditor's Office (SAO) end of the month deadline for the delivery of draft financial statements for review;
 - Our most recent meeting with the SAO indicated that submittal of the Schedule 01 report will be sufficient to meet the deadline;
 - A copy of this report will be available for distribution at the Board meeting;
 - Staff is currently evaluating whether as many as two additional temporary accounting staff, for approximately 6 weeks, will be needed to complete the 2018 Fiscal Year End close process to remediate and reconcile the general ledger to produce final unaudited financial statements.
- MRI:
 - The next steps in the software conversion are anticipated as follows:
 - 2017
 - Close fiscal year (FY) 2017 ending 6/30/2017 in Great Plains
 - Run Great Plains trial balances as of 7/1/2017
 - Load Fiscal 2018 beginning balances into MRI system
 - Validate data

The MRI chart of accounts is finished. There may be minor tweaks as we input data but it is effectively finished and ready for use.

Staff has mapped the Great Plains chart of accounts to the MRI chart of accounts. Great Plains 2017 ending balances will be converted to the new MRI chart of accounts and input into the MRI system. We anticipate ½ of an additional person would be needed to complete this step.
 - 2018
 - Close fiscal year (FY) 2018 ending 6/30/2018 in Tenmast
 - Load Fiscal 2019 beginning balances into MRI system
 - Validate data

The Finance Team continues to make progress on Fiscal 2018 close process, including remediating system conversion errors, performing year-end GL account reconciliations, analysis, and posting adjusting entries as necessary. The fiscal 2018 close process requires an estimated 130 hours of staff effort to complete. We anticipate needing one additional accounting staff person to accomplish this. The 2018 close will yield the 2019 beginning balances to load into MRI.

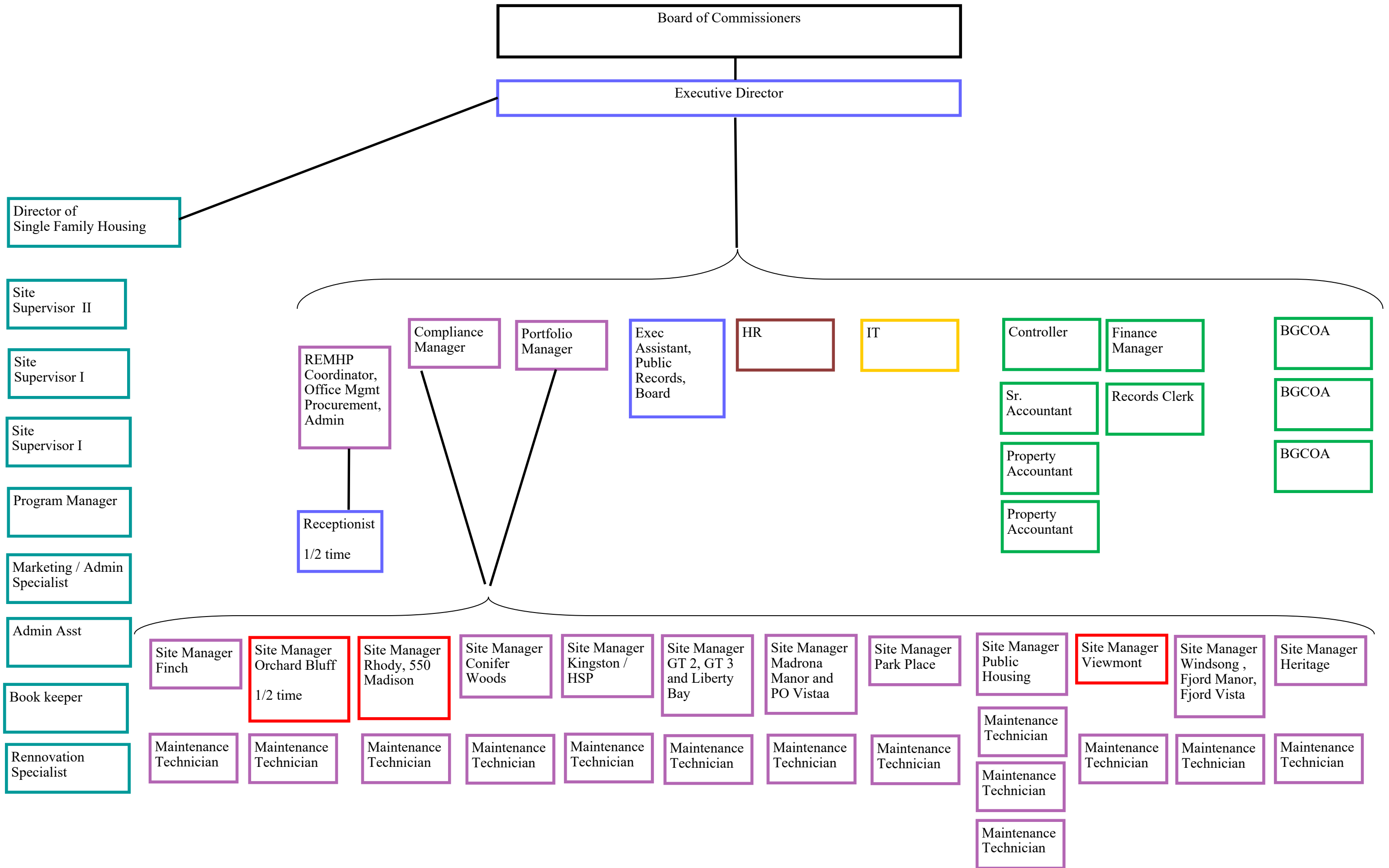
- 2019
 - Convert Fiscal 2019 detail transactions from Tenmast into MRI input format
 - Load detail transactions (Jul – Nov 2018) for Fiscal 2019
 - Validate data

This is a complex process and large volume of detail transactions for the current operating year Fiscal 2019. Tenmast 2019 transaction data for each Fund will be prepared into MRI chart of accounts format, loaded into MRI, and validated. We anticipate ½ of an additional person would be needed to complete this step.
- REAC /FDS submission:
 - o The initial report to HUD was completed and submitted in March;
 - o It was rejected by HUD because the FDS did not tie to the State Auditor's Office (SAO) audit;
 - o Novogradac was retained to revise the FDS which was completed in September;
 - o The SAO is currently reviewing a written description of each change and the spreadsheet;
 - o When the SAO agrees to certify the FDS submission, we will be able to resubmit the FDS to HUD.

2. Human Resources:

- Employment Law Update – Paid Family Medical Leave Act
 - o This program was authorized by the Legislature in 2017, and its implementation is ongoing. Paid Family and Medical Leave is an essential benefit that strengthens companies by ensuring every employee can take paid time for care when needed. This new statewide insurance program will make Washington an even better place to live, work and do business.
 - o January 1, 2019 – Premium Collection
 - o April 1, 2019 – Reporting Begins
 - o January 1, 2020 – Benefits Available
 - o Premium Collection:
 - Premiums are 0.4% of gross wages paid.
 - Employers may either withhold employees' premiums from their paychecks or pay the entire premium for their employees. Employers who choose to withhold premiums from their employees may withhold up to 63 percent of the total premium. The employer is responsible for paying the other 37 percent.
 - Businesses with fewer than 50 employees are not required to pay the employer portion of the premium but are required to remit employee-paid premiums to ESD and abide by all reporting requirements.
 - Small business assistance grants are available to businesses with 50 to 150 employees and to businesses with fewer than 50 employees who choose to pay the employer share of their employee's premium.
 - o Reporting:
 - Nearly all employers statewide will need to report employee wages, hours worked, and additional information to ESD every quarter.

- Employers should begin tracking hours and wages Jan. 1, 2019, to prepare for reporting in April.
 - Employers who want to internally manage a paid family and medical leave plan for their employees may apply for a voluntary plan. Voluntary plans must be approved by ESD and employers will still need to meet the program's reporting requirements.
- o Benefits Available:
 - Starting Jan. 1, 2020, eligible workers can take leave for qualified family and medical events. Employees get up to 12 weeks of leave, and up to 18 weeks under exceptional circumstances.
- General:
 - o Recruited and on-boarded three new staff members; Controller and 2 Maintenance Technicians.
 - o Currently recruiting for Part Time Receptionist, Site Manager for Orchard Bluff, 2 Maintenance Technicians (1 Full Time Conifer Woods, 1 Part Time Orchard Bluff)
 - o Job requisitions anticipated: None at this time
 - o Voluntary Termination Site Manager at Rhododendron/550 Madison, and 8 Involuntary Terminations due to Reduction in Force to include CFO/Deputy Director, IT, 2 Portfolio Managers, Maintenance Coordinator, Property Accountant, Site Assistant and Resident Services Coordinator.
 - o Conducted 1 Exit Interview
 - o Short Term Projects:
 - Benefits Renewal – Open Enrollment Meeting November 28th, 2019. Open Enrollment November 30th – December 10th.
 - o Long Term Projects
 - Employee Engagement
 - Review all job descriptions
 - Review recruiting cycle
 - Training
 - Employee handbook update
 - Review of policies and procedures
 - Employee records management
 - Wellness Room



3. Information Technology:

- General:
 - Evaluating the need for a point-to-point connection between the Records office and the main office. If this connection is not needed or there is an alternative solution this could reduce costs by half
 - VOIP Phone Conversion
 - Working through steps needed to deploy Shoretel phones via a VOIP system to all property sites. Waiting on information regarding faxes at the properties
 - Completed audit of Acrobat Pro licensing and verified licensing is in compliance.
 - StormWind training – IT staff has completed the first course on Server 2016 installation, storage and compute. The next course is Server 2016 – networking
 - Intranet – next steps are senior staff approval, staff buy-in and content management planning/assignment
 - All devices to were updated to Symantec 14.2 (from 12.6) – KCCHA-GP cannot be updated but is still manageable in the new console
 - Received quotes from a Hyperconverged solution and standard virtualized environment. Currently waiting for receipt of another bid/quote. A cloud solution was determined not ideal based on needs
 - Received quotes for data backup options. Once serve solution is determined the back-up solution will be implemented
 - It was determined that the Azure AD Connect outdated software could possibly be upgraded, which will allow for use of a service account. Testing is in process
 - Requested single Skype business audio conference line. Annual cost reduction estimated at \$600
 - Deployed Arlo security camera systems to Madrona Manor and Park Place Apartments.

4. Records:

- General
 - Offsite archive organization
 - We have contacted the Office of the Attorney General to schedule a consultant to come to our office to review the agency practices for Public Records compliance.
 - Fulfilled public records requests
 - Internal – 0
 - External – 5
 - Request in progress:
 - Internal – 0
 - External – 4



Board of Commissioners

Agenda Item Summary

MEETING DATE: November 27, 2018

AGENDA ITEM: 6.C.

AGENDA TITLE: Mutual Self-Help

SUBMITTED BY: Dean Nail

TITLE: Director of SHOP

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Department update.

STRATEGIC PLAN LINK: Supports Goals 1-5

FISCAL IMPACT: None, update only

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on all of HK's efforts within this program including an update on the boundary review currently in process at the Department of Rural Development (RD) and each of our current construction sites.

**RECOMMENDED
ACTION:**

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

C. Single Family/Self-Help (Dean Nail)

1. Mutual Self-Help Housing (MSH) by the United States Department of Agriculture Rural Development (USDA RD):
 - Interest Rates increased to 3.5%. Still overall good rates but does affect income qualifying. Rural Community Assistance Corporation (RCAC) has informed USDA of our current financial condition. RCAC is required to report issues and concerns as reported in the press. We have spoken in great detail anticipating HK will not have any repercussion as long as we avoid greater concerns from the auditors.
2. Community Frameworks (CF) Self-Help Opportunity Program (SHOP):
 - All HK Self-Help projects were fully funded by SHOP. HK did not participate in the 2018 Funding Survey because the Suzuki and RAD conversion are pending projects but not solid enough to request for funding.
3. Sherman Ridge, Port Orchard:
 - In October a \$182,706 progress payment was issued to Port Madison Enterprises.
 - Sewer main in installed and air tested and approved. Storm piping is 75% installed expected to be complete end of the week of writing the report.
 - Road grading and gravel base is moving forward on the alley continuing next week to the main roadway. This will provide a solid base to work on during heavy rains as they start the water system.
 - Curbs are scheduled to begin as soon as the water system is complete.
 - Puget Sound Energy is schedule to install duct and vault January 14th 2019
 - Final paving is likely to be complete in February or March
4. Maple Lane, Kingston:
 - Key Ceremony for group 1 is scheduled December 14. Please join as we celebrate another 9 families into homeownership.
 - Maple Lane Group 2 is making excellent progress with all framing will be completed Saturday November 17th. 5 homes are in drywall 3 interiors are painted with 3 exteriors to be painted on the 17th and 18th of November
5. Prosperity Place, Port Orchard:
 - Prosperity Place Group 1: 3 homes are “dried in”, 1 ready for roofing, 1 90% sheathed and 1 with second floor ready for sheathing.
 - Lot 7 has a large retaining wall with 20 ft of elevation change which is 70% completed waiting for the second delivery of blocks.
 - Prosperity Place Group 2: 7 foundations are installed, 2 are backfilled, 5 are being wrapped with downspout pipes.
6. Down Payment Assistance (DPA) Program funded by the Community Development Block Grant (CDBG) Program:
 - No activity.

7. Single Family Loan Servicing:
 - Will begin in 2019
8. Housing Kitsap's Home Rehabilitation Program (CDBG Rehab):
 - Contract KC-295-18 has been signed by HK and was returned to the county to make the KC Commissioners Agenda November 26, 2019. HK has started new projects for this \$271,026.72 grant
9. Other Potential Plats:
 - We are discussing Self-Help lots in Olhava with Central Highland Builders. We have scheduled a meeting with the City of Poulsbo, Central Highlands and Housing Kitsap to discuss details on Friday the 16th at 2pm.
 - This month HK submitted a letter of intent on 2 separate parcels and looked at a 3rd. Waaga way has 2 potential properties for the Self-Help program. One is in for a Site Development Activity Permit; this property has many issues and looks to be too expensive for HK to develop. The neighboring property on Waaga is less encumbered but will have access issues once the first is permitted. The strategy is to purchase an easement through the permitted land for the second parcel. This property is less likely to move forward as the seller believes they can hold out for a better offer and did not sign the intent, our agent is meeting with them for a second time.
 - The second letter of intent was written and signed by seller on land with preliminary plat approval known at Emelia Landing. Approval was in 2014 to expire in 2021, I have a staff consult scheduled at DCD for November 21st at 4pm to discuss details.
 - There is a potential property located in Kingston that may become available later this year. HK is talking with the seller who is interested in converting parts of the land to a county park, buildable lots, and to add to the existing wetland conservatory. It looks interesting and we will continue conversations with the potential seller.



Sherman Ridge



Sherman Ridge



Sherman Ridge



Board of Commissioners

Agenda Item Summary

MEETING DATE: November 27, 2018

AGENDA ITEM: 6.D.

AGENDA TITLE: Development Update

SUBMITTED BY: Stuart Grogan

TITLE: Executive Director

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Development update

STRATEGIC PLAN LINK: Goal 2

FISCAL IMPACT: None, update only

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on the development projects currently in progress by Housing Kitsap including:

- (1) Rental Assistance Demonstration Project (RAD)
- (2) Suzuki
- (3) Olhava

RECOMMENDED ACTION:

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

D. Development (Stuart Grogan)

The development program consists of several active and pipeline projects. They are listed in priority order of importance to the organization. This month's project updates are provided below:

1. Rental Assistance Demonstration (RAD) project:
Staff contacted HK's RAD partners and consultants to advise them that due to our ongoing software issues, this project is on hold.
2. Suzuki:
HK has contacted the other entities involved in the project and let them know that we would not be an active participant in the project.
3. Olhava:
This project is on hold.



Board of Commissioners

Agenda Item Summary

MEETING DATE: November 27, 2018

AGENDA ITEM: 6.E.

AGENDA TITLE: Real Estate Management and Housing Programs (REMHP) Update

SUBMITTED BY: REMHP Staff

TITLE: Director of REMHP

Reviewed and approved for inclusion in the packet by: Executive Director

ATTACHMENTS: Program update.

STRATEGIC PLAN LINK: Supports Goals 1-5

FISCAL IMPACT: None, update only

RECOMMENDATION: None

SUMMARY STATEMENT:

The attached report provides an update on HK's properties and programs.

REMHP staff attempted to complete performance reports for the portfolio, however, with the state of our current software and reports we are not confident in over half of the information and were not able to pull a portion of the information needed from the software.

RECOMMENDED ACTION:

Staff will provide any updates that may have occurred since the writing of this report and will be available to respond to any questions.

E. Real Estate Management and Housing Programs (REMHP Staff)

1. REMHP Boston Post (BP) Update:

- REMHP Boston Post (BP) Update:
- The Boston Post Chart of Accounts has been finalized and is open for REMHP staff to enter Ledger balances and voucher information.
- Housing Kitsap closed offices from 11/13-11/16/18 for data entry of all households to the communities that have been built into BP. There are 3 communities (Rhododendron, Windsong and Viewmont) that pending final review of set up will be ready for tenant entry. Public Housing is having difficulties with the set-up stage and is requiring more attention from the BP team to get fully set up, we are currently waiting to have it fully built in BP to then begin our final review of the set-up which will then allow us to begin tenant entry.
- The next step after tenant entry is to enter the ending balances for each household into BP. We will then receive reports from BP to validate the data that we have entered.
- We have a team from REMHP that is dedicated to the data entry portion of the BP conversion. We will be setting up an additional team to review tenant ledgers and ensure we are carrying over accurate ending balances into BP.
- Liberty Bay tenant entry has been executed into BP. We will need to go each household and enter the voucher information for the households that have a Tenant Based or Project based voucher
- Golden Tides III tenant entry has been executed into BP. We will need to go each household and enter the voucher information for the households that have a Tenant Based or Project based voucher
- Golden Tides II tenant entry has been executed into BP. We will need to go each household and enter the voucher information for the households that have a Tenant Based or Project based voucher
- Kingston Ridge tenant entry has been executed into BP. We will need to go each household and enter the voucher information for the households that have a Tenant Based or Project based voucher
- Park Place tenant entry has been executed into BP. We will need to go each household and enter the voucher information for the households that have a Tenant Based or Project based voucher
- Conifer Woods tenant entry has been executed into BP. We will need to go each household and enter the voucher information for the households that have a Tenant Based or Project based voucher
- Finch Place tenant entry has been executed into BP. We will need to go each household and enter the voucher information for the households that have a Tenant Based or Project based voucher
- 550 Madison tenant entries has been executed into BP. We will need to go each household and enter the voucher information for the households that have a Tenant Based or Project based voucher
- Fjord Vista II entry has been initiated and is about 80% complete. There was an error with the 40% set aside portion of the community set up which has put a short halt while BP corrects the issue on the back end.

- Orchard Bluff tenant entry has been initiated and is about 70% complete. There was an error with the income limit selection during the community setup which has put a short halt while BP corrects the issue on the back end.
- Fjord Manor tenant entry has been initiated and is about 40% complete.

Boston Post Conversion Chart:

This chart represents where we currently stand in the conversion process. The grey boxes represents completion and the white boxes represents tasks that are yet to be completed. We anticipate the remaining tasks will take approximately four weeks to complete.

Conversion to Boston Post

	HK	BP	HK	HK	HK	HK	HK
Property	Prop Info	Set up	Review	Tenant Data	Quality Control	Tenant Ledgers	Quality Control
Conifer Woods							
550 Madison							
Fjord Manor							
Fjord Vista II							
Kingston Place							
Park Place							
Liberty Bay							
Port Orchard Vista							
Golden Tides II							
GoldenTides III							
Madrona Manor							
Orchard Bluff							
Rhodendron							
Public Housing							
Finch Place							
Windsong							
Heritage				Direct upload from HUD in Dec			
Viewmont							

2. Housing Choice Voucher (HCV) as of October 31, 2018

HCV - S8		
# of Participants - current		303
# of vouchers possible		374
HAP Spent		\$197,133.00
Budget Authority		\$206,350.00
# of Participants Issued a		
Voucher		0
# of Participants - on notice		6
# of Shoppers - Movers		5
# of New Admission in Process		5
Pulled from Waitlist		20
HK Public Housing to S8		0
# of Terminations		1
Termination Reason	Moving without notice	
Voucher Expired		1
Port-Outs		7
Project Based		
# of Occupied Units		57
# of Vacant Units		15
# of new admission in process		2
# of Terminations		0
Termination Reason	N/A	
# of participants on notice		3
	\$	
Total Monthly HAP	33,180.00	
Total Monthly HAP Limit		\$41,270.00
Homeownership		
# of Participants		1
HAP Spent		\$554.00
FSS		
# of Participants		10
# with escrow		8
# of Graduates		0

3. Public Housing:

- Public Housing has an occupancy rate of 99.26% meaning only one unit is currently vacant and one on-notice unit.
- Thanksgiving baskets were ordered from the Central Kitsap Food bank to be delivered at our senior property, Golden Tides 1.

- Maintenance is currently collecting bids for removing hazardous trees from some of our scattered sites.
4. Viewmont East/Heritage:
 - We have hired a new Site Manager, Lori Gentry for Viewmont East Apartments on November 20, 2018. Lori brings a wealth of experience, compassion, and a strong desire to succeed. Lori is committed to making Viewmont East a successful, well-maintained community.
 - The current occupancy of Heritage Apartments is at 90%, with one rent ready unit.
 - Heritage residents have communicated with the new Site Manager, they appreciate her listening and making positive changes with the current Maintenance Technician. The goal is to provide a safe and secure property for the families that live at Heritage.
 - The new community management team plan to implement resident events to increase community and focus on moving forward, setting goals and overcoming the small setbacks.
 - Heritage is currently working on completing the findings from the REAC inspection. Our goal is to have it closed by mid-December 2018.
 - The current occupancy of Viewmont East Apartments is at 93%, with five units in the process of being rent ready.
 5. Fjord Manor/Fjord Vista II/Wind song:
 - We have hired a new Maintenance Technician, James Etter for Fjord Manor/Fjord Vista II on November 13, 2018. James brings knowledge and experience with him to HK.
 - Fjord Manor is 100% occupied.
 - The community's Thanksgiving luncheon occurred on November 14, 2018 and was attended by many residents.
 - All recertifications through the end of the year have completed for the community.
 - Fjord Vista is 100% occupied.
 - All recertifications through the end of the year have completed for the community.
 - Windsong is 100% occupied.
 - All recertifications through the end of the year have completed for the community.
 - Maintenance Technician Kevin O'Dell is looking into ordering a stove for Windsong community room kitchen to accommodate resident functions similar to Fjord Manor.
 - The Site Manager, Sonia Scott is working with Kevin on getting bids for needed management office flooring replacement and Windsong parking lot repair and resurface.
 6. Finch Place/Rhododendron/550 Madison:
 - We have hired a new Site Manager, Dan Ames for Rhododendron and 550 Madison Apartments on November 16, 2018. Dan brings a variety of experience, a passion for understanding residents and how to assist them and a strong desire to succeed.
 - 550 Madison is 100% occupied.
 - Rhododendron Apartments is 100% occupied.
 - Maintenance Technician Chad Stever is collecting bids to create a smoking shack to encourage the residents to abide by the no-smoking policy within their units.
 - Finch Place is 93% occupied.
 - The FP tenants group (FAST) continue to be creative with activities in community room.

7. Golden Tides II/Golden Tides III/Liberty Bay:
 - Golden Tides II is currently 93% occupied
 - Golden Tides III is currently 83% occupied
 - Liberty Bay is currently 88% occupied with 2 new residents pending approval to reach 100% occupancy.
 - Maintenance Technician Rick Grecco is responding to work orders quickly and with few recurrences, which indicates work is not only being done quickly, but also effectively; saving time and money.
 - Maintenance has begun providing educational information at the Community Meetings (How GFCI works, how to turn off your water if there's a leak, etc.) to empower Residents and cut down on unnecessary work orders and potential damage.
 - Golden Tides II and Golden Tides III have restarted Community Meetings and Community Gardeners' Meetings. They have also added a Sewing Club & Weekly Sing Along.
 - Golden Tides II and Golden Tides III plan to add accent walls to the Common Rooms this winter.
 - Golden Tides II and Golden Tides III are refining our Community Garden space to be more equitable & manageable.
8. Park Place:
 - We have hired a new Maintenance Technician, Christian Williams for Park Place and Conifer Woods on November 15, 2018. Christian brings knowledge and experience with him to HK.
 - Park Place is 92% occupied.
 - Several HK staff members are working at the property to get caught up and ahead of schedule with certifications.
9. Kingston Ridge:
 - Kingston Ridge is 95% occupied.
 - One current resident has been working with HK's Single-Family Self-Help housing program and will get their new home keys in December 2018.
 - We are anxiously waiting to hear if we were selected as the recipients of a grant opportunity that had risen for a request for some storage shelving and boxes.
10. Conifer Woods:
 - Conifer Woods current occupancy is 92%.
 - The impact of a recent gap in on-site maintenance staff has been greatly reduced thanks to the "one team" attitude of REHMP whereby several different techs have shown up to address emergencies, work orders and unit turns as their schedules permit.
 - Conifer Woods has 11 units set aside with Project-Based Section 8 vouchers. A wait list purge was performed, reducing the lists by over 60% as applicants found other housing options, are no longer income-qualified, or simply did not respond timely. Two applicants from the updated lists are now in the screening and approval process to occupy available low-income units.

- Conifer Woods took advantage of Puget Sound Energy's multi-family incentive programs to save our residents some electrical costs and the agency water costs -- PSE installed LED bulbs, recycling old CFL bulbs, and installed kitchen and bathroom aerators – FREE.

11. Port Orchard Vista/Madrona Manor:

- Port Orchard Vista is 100% occupied!
- Staff has been successful in getting the Port Orchard Vista residents more involved as a community through various activities at the property.
- Cameras have been installed at the Madrona Manor site to help keep a safe environment for the senior residents.
- Staff is working to get the vacant units filled at Madrona Manor. We are almost through the wait list and will then start processing incoming applications.
- Due to recent power outages at Madrona Manor, we have aided the residents with information for emergency preparedness.

12. Orchard Bluff Mobile Home Park:

- We have hired a new Site Manager, Donna Novander for Orchard Bluff Mobile Home Park with a start date of November 26, 2018. Donna brings a passion for the need of affordable housing and is very excited to part of our team.
- HK received the close out letter for the 2018 Department of Commerce Compliance Review.
- In our last approved budget, staff budgeted for a part time Maintenance Technician at Orchard Bluff. We are currently recruiting for this position.

13. Resident Services:

- With Jennifer Luatua departure as part of the workforce reduction, our Resident Services is drastically reduced and Public Housing Manager, Julia Alvarez and Stuart providing support when needed while maintaining the relationships with Love Thy Neighborhood, The Boys and Girls Club and the YMCA Teen Night.